



October 2001

## Important Health Benefits News for Benefits Administrators

## Upcoming Events

### OCT

**Oct. 16** -- Benefits administrator memo on Flex materials distributed  
**Oct. 18** -- Fall Spotlight mailed to active employees

### NOV

**Nov. 1 - 30** -- Annual Enrollment for Flexible Reimbursement Accounts  
**Nov. 26** -- Medicare retiree rate notification mailed  
**Nov. 28 - 30** -- Human Resource Conference, Virginia Beach

### DEC

**Dec. 5** -- Last day for processing Flexible Benefits Annual Enrollment elections in BES  
**Dec. 15** -- Annual Report to Employees distributed

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# B.A. Bulletin

## Flexible Reimbursement Account Enrollment In November

The time is fast approaching for Flexible Reimbursement Account (FRA) Annual Enrollment! Please note several significant changes this year:

- Beginning on Jan. 1, 2002, there will no longer be an administrative fee for employees to participate in an FRA.
- The annual enrollment period this year is November 1 – 30.
- Encourage employees to use EmployeeDirect to enroll in FRAs.
- Enrollment for Premium Conversion is no longer in the fall. It has changed to Spring Open Enrollment.

The final day to key FRA elections into BES will be Wednesday, Dec. 5, 2001. Additional information will be sent soon in a benefits administrator memo.

## Q&A on Family Membership

**Question:** When may an employee remove a family member from his or her health plan?

**Answer:** A family member on an employee's health plan may be removed from the plan only:

- During Open Enrollment when reducing membership to Employee Plus One or Single, or
- If removing the family member is consistent with a qualifying mid-year event.

When a Family membership will be maintained, eligible members may not be removed arbitrarily.

## Health Benefits Topics At The HR Conference

Here are the health benefits issues that will be addressed at the Human Resource Conference in Virginia Beach from Nov. 28 – 30:

- Navigating through BES/EmployeeDirect
- What You Need to Know About HIPAA Privacy Rules
- Qualifying Mid-Year Event Changes
- Extended Coverage (COBRA)
- A Closer Look at the Employee Assistance Program (EAP)
- CommonHealth: Safe Use of Supplements
- Retirement: It's Not Just For Seniors

## Coming In The October Issue Of Spotlight...

- Enrolling in a flexible reimbursement account and contact information
- A closer look at medical reimbursement and dependent care reimbursement accounts
- Maximizing your health benefits
- Information on orthodontic coverage
- Resources available on the Department of Human Resource Management's Web site



Happy Halloween!